WOMEN WANT TO "GET IT OVER!"

RCA Victor Division

RADIO CORPORATION OF AMERICA

Camden New Jersey

WOMEN ARE
DEXTEROUS

WHEN YOU ASK FOR A WOMAN WORKER

Describe her job in detail.

●

Indicate the schooling and work experience she needs for it.

●

Specify any special requirements: dexterity, strength, ability to stand heat; to work with chemicals.

●

Request special physical examinations for special work conditions.

●

Suggest aptitude testing, for best selection and placement.

●

Indicate the shift on which you need her.

WOMEN ARE
PATIENT

WHEN YOU PUT A WOMAN TO WORK

Have a job breakdown for her job.

●

Consider her education, work experience and temperament in assigning her to that job.

●

Have the necessary equipment, tools and supplies ready for her.

●

Try out her capacity for and familiarity with the work.

●

Assign her to a shift in accordance with health, home obligations and transportation arrangements.

●

Place her in a group of workers with similar backgrounds and interests.

●

Inform her fully on health and safety rules, company policies, company objectives.

●

Be sure she knows the location of rest-rooms, lunch facilities, dispensaries.

●

Don't change her shift too often and never without notice.

WOMEN ARE
ACCURATE

WHEN YOU TRAIN A WOMAN

Have a plan and a time-table for her training.

●

Teach her one step at a time, in simple, everyday terms.

●

Tell, show, illustrate and question carefully and patiently.

●

Allow some time for her to "feel out" her work.

●

Show her how important she is to maximum output.

●

Follow up to see that she makes progress in the "know-how."

●

Upgrade her to higher levels, as soon as she deserves it.

●

Encourage her to make helpful suggestions about her job.

WOMEN ARE
TEACHABLE

WHEN YOU SUPERVISE A WOMAN

Make clear her part in the process or product on which she works.

●

Allow for her lack of familiarity with machine processes.

●

See that her working set-up is comfortable, safe and convenient.

●

Start her right by kindly and careful supervision.

●

Avoid horseplay or "kidding"; she may resent it.

●

Suggest rather than reprimand.

●

When she does a good job, tell her so.

●

Listen to and aid her in her work problems.

WOMEN ARE
LOYAL

WHEN YOU UPGRADE A WOMAN

Select her for leadership qualities.

●

She will need skill, tact, firmness, fairness.

●

Consider her ability to plan, to teach, and to get results from others.

●

See that she is trained as well as men are.

●

Watch her to see that she succeeds.

●

Bring her in on discussions of policy.

●

Back her up in her decisions.

●

Be sure she leads and helps rather than bosses.

WOMEN ARE
CAREFUL

WHENEVER YOU EMPLOY A WOMAN

Limit her hours to 8 a day, and 48 a week, if possible.

●

Arrange brief rest periods in the middle of each shift.

●

Try to make nourishing foods available for lunch periods.

●

Try to provide a clean place to eat lunch, away from her workplace. Make pure and cool drinking water accessible.

●

See that toilet and rest-rooms are clean and adequate.

●

Watch work hazards—moving machinery; dust and fumes; improper lifting; careless housekeeping.

●

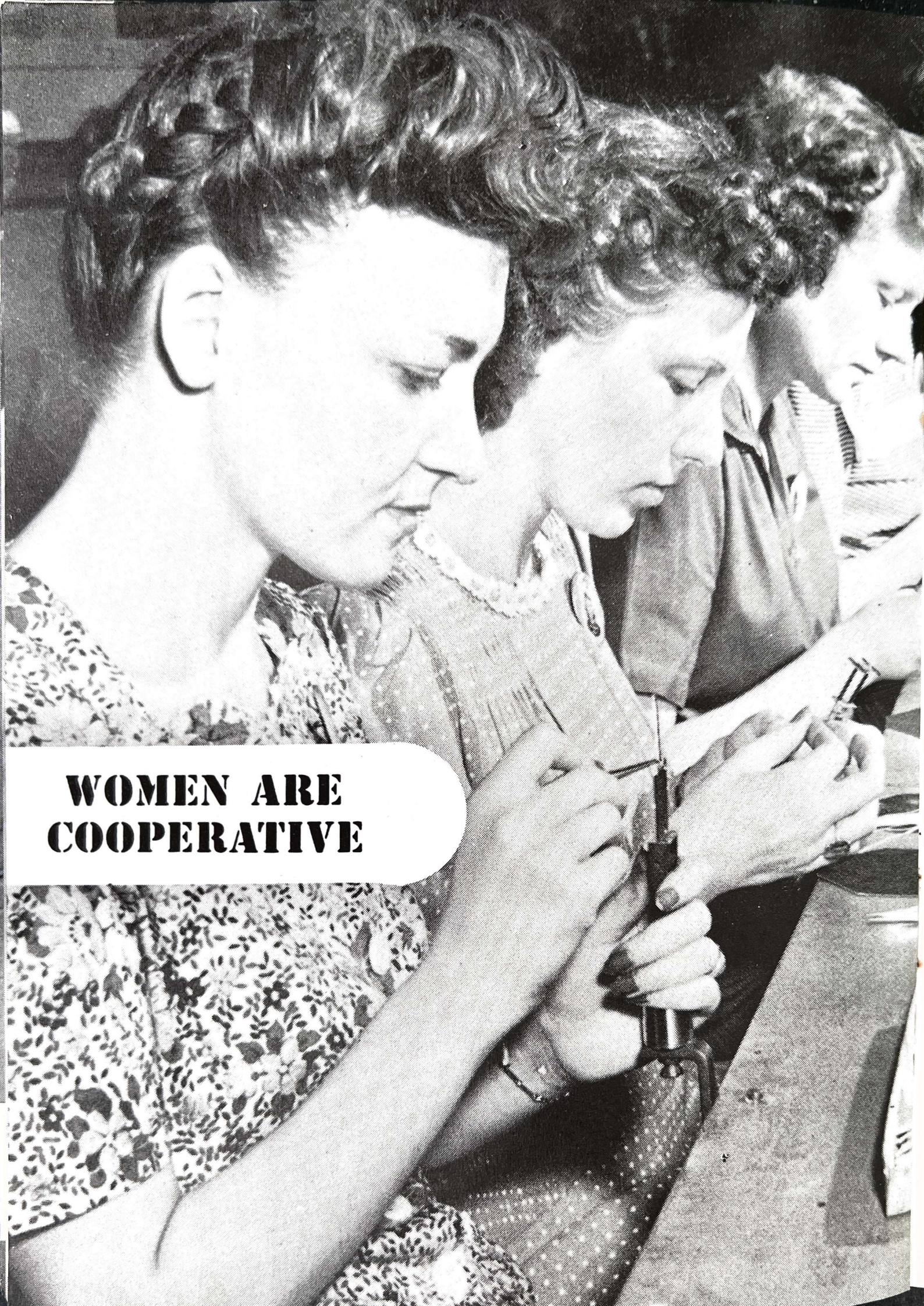
Provide properly adjusted work seats; good ventilation and lighting.

●

Recommend proper clothing for each job; safe, comfortable shoes; try to provide lockers and a place to change to work clothes.

●

Relieve a monotonous job with rest periods. If possible, use music during fatigue periods.


WOMEN ARE
COOPERATIVE

FINALLY—CALL ON A TRAINED WOMAN COUNSELOR IN YOUR PERSONNEL DEPARTMENT

To find out what women workers think and want.

●

To discover personal causes of poor work, absenteeism, turnover.

●

To assist women workers in solving personal difficulties.

●

To interpret women's attitudes and actions.

●

To assist in adjusting women to their jobs.

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